

GAINES COUNTY JOB POSTING

JOB TITLE: DEPUTY CLERK, PART-TIME

DEPARTMENT: DISTRICT CLERK

➤ **SUPERVISION:**

Works under the supervision of Susan Murphree, District Clerk

➤ **MINIMUM QUALIFICATIONS:**

- Must be bondable
- Must have a high school education
- Must be able to hold information in confidence
- Must possess computer and accuracy skills
- Must be at least 18 years of age

➤ **JOB DESCRIPTION AND RESPONSIBILITIES:**

- Available in the Office of the County Treasurer

POSTING OPENS: September 4, 2019

POSTING CLOSES: September 13, 2019

JOB APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE COUNTY TREASURER'S OFFICE AT THE COURTHOUSE BETWEEN 8-5 (432) 758-4009 EXT. 112 or 119, 101 SOUTH MAIN ROOM 103, SEMINOLE, TX 79360 GAINES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, CREED, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT FOR THE PROVISION OF SERVICES.

Deputy Clerk (part-time)

Reports to: Susan Murphree, District Clerk

Classification: Part- Time 28 hours per week basis

Essential Functions include the following:

Essential functions may include the following responsibilities, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. Other duties may be assigned.

Summary: To assure the affairs of the District Court of Gaines County are maintained and held in confidence. Responsible for the accurate filings of court documents in civil and criminal cases. Daily interaction with the public and administer trust accounts for minors ordered by the court.

Primary Responsibilities:

1. Accurately scan/archive court documents
2. Responsible for accurately filing new court cases
3. Accurately file documents in existing cases
4. Issue required documents that relate to cases
5. Record all related activity by means of data entry
6. Record funds that are associated with daily activity
7. Must be able to prioritize responsibilities
8. Assist public and court officers in person and by phone with
9. Maintain confidentiality when necessary

Knowledge, Skills and Abilities:

1. This position requires a bond, therefore applicant must be bondable.
2. Computer experience with a high degree of accuracy is required
3. Must be willing to complete tasks as assigned
4. Must possess pleasant and professional telephone skills and be able to interact with the public in a courteous and professional manner
5. Must be a team player and have the ability to maintain a positive relationship with fellow employees

Working Conditions:

This job is performed indoors in an office setting and includes working at a PC monitor. While performing the duties of this job, the employee is frequently required to sit, talk and listen. May use hands to handle or feel objects, tools or controls. May reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. Occasional standing, walking, kneeling or stooping are required. The employee must occasionally lift and/or move up to 30 pounds.